

# **Disaster Planning, Prevention, Preparedness, Response and Recovery**

# What is Emergency Management?

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The dynamic process of preparing for, mitigating, responding to and recovering from an emergency

# 4 Phases of Emergency Management

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Emergency Management Plans usually cover 4 areas:

- Prevention
- Preparedness
- Response
- Recovery

# **Disaster Planning**

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The key to surviving any disaster is to be prepared and to be informed. Planning ahead and providing for the needs of your organization, as well as your family, can make the difference in your ability to cope with a major disaster.

# Planning

- Establish a planning team
- Analyze capabilities and hazards
- Develop the plan
- Implement the plan

# Planning: Establishing a Planning Team

- Form the team
- Establish authority
- Issue a mission statement
- Establish a schedule and budget

# Planning: Analyze Capabilities and Hazards

- Review internal plans and policies
- Meet with outside groups
- Identify codes and regulations
- Identify critical products, services and operations
- Identify internal resources and capabilities
- Identify external resources
- Do an insurance review
- Conduct a vulnerability analysis

# Planning: Develop the Plan

- Identify challenges and prioritize activities
- Write the plan
- Establish a training schedule
- Coordinate with outside organizations
- Review, conduct training and revise
- Seek final approval
- Distribute the plan

# **Planning: Implement the Plan**

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- Integrate the plan into agency operations
- Conduct training, drills and exercises
- Evaluate and modify the plan as needed

# Prevention

On-going activities to reduce the risk of health, life, property, and the environment from hazards. A long term approach to looking at the fundamentals of emergency planning – the goal is to identify and minimize risks

# Preparedness

Activities, programs, and systems developed prior to a disaster/emergency used to support and enhance prevention, response and recovery.

- Emergency Management Plan
- Business Recover Plan
- Undertake a hazard analysis/vulnerability assessment

# Response

Activities that address the immediate and short-term effects of the disaster/emergency

- Account for the safety and well being of family members
- Confirm the nature, magnitude and implications of the emergency
- Immediately check facilities, property and all essential elements
- Activate emergency plan
- Tune to local radio or television stations
- Take stock of damages
- Determine critical resource requirements
- Call emergency contacts and coordinate on resources
- Continuously monitor the situation and reassess needs

# Recovery

The task of rebuilding after a disaster can take several months to many years and may require financial assistance from a variety of sources

- Document recovery needs in a Business Recover Plan
- Record damages and losses
- Apply for assistance as needed
- Resume operations as quickly as possible
- Revise emergency management plan as needed

# For More Information...

- FEMA provides many resources on emergency management planning ([www.fema.gov](http://www.fema.gov))
  - Emergency Management Guide for Business and Industry ([www.fema.gov/library/biz1.shtm](http://www.fema.gov/library/biz1.shtm))
  - Emergency Preparedness Checklist ([www.fema.gov/rrr/emprep.shtm](http://www.fema.gov/rrr/emprep.shtm))
  - Standard Checklist Criteria for Business Recovery ([www.fema.gov/ofm/bc1\\_2.shtm](http://www.fema.gov/ofm/bc1_2.shtm))
- For definitions of each of the steps of emergency planning
  - [www.farmcentre.com/english/disasterplanning/emp.htm](http://www.farmcentre.com/english/disasterplanning/emp.htm)
- Federal Response Plan